



## **NATIONAL GUARD BUREAU**

Office of the United States Property and Fiscal Officer, Delaware  
Grier Building, 1161 River Road  
New Castle, Delaware 19720-5199

NGB-PFO-DE

31 March 2016

MEMORANDUM FOR Assistant Chief of Staff, NGDE-ACS, 250 Airport Road, New Castle, DE, 19720-1502

SUBJECT: Full-Time National Guard (FTNGD) Tour Request for USPFO Military Pay Branch

1. Reference AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request Full-time National Guard Duty (FTNGD) tour for one Soldier in the grade of E-5 or below.
  - a. Unit: USPFO
  - b. Duty Location: USPFO, New Castle, DE 19720
  - c. Immediate Supervisor: SFC Kelly Gula, 302-326-7348
  - d. Tour Dates: Start 15 April 2016, End 10 June 2016 (Not exceed 60 Days total)
  - e. Length of Tour: Estimated 57 days
  - f. Field Conditions: No
  - g. Per Diem: No
  - h. Billeting: No
  - i. OHA: Yes
  - j. Rations: No
  - k. Travel: Command to pay travel, as required.
  - l. Dependent Travel Authorization: No

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m. Rental Car Authorized: No

n. COLA: HOR Zip Code

3. Soldier Qualifications:

a. Experience Required: Previous experience working with administrative functions.

b. Skill/Qualifications Required: Ability to type, file and organize work. Must have a good understanding of computer operating systems.

c. Minimum Military and Civilian Education Required: 42A MOS is not required, but is strongly encouraged.

d. Security Clearance Required: Secret preferred, NCALC needed.

4. Project Justification: This Soldier will support the Military Pay Branch during the specified period. They will assist with the daily operations and report processing (i.e. 440 reports, arrival reports, daily reports, reject report, debt management and mismatch reporting). Work will include pulling, processing, filing and updating data to ensure both the pay and personnel systems correspond.

5. The point of contact for this memorandum is SFC Kelly Gula at 302-326-7348 or [Kelly.a.gula.mil@mail.mil](mailto:Kelly.a.gula.mil@mail.mil)

////////SIGNED////////

JOSEPH M. BARTEL

COL, NGB

United States Property & Fiscal Officer for  
Delaware